



FY2013 Performance and Accountability Report

**Montgomery County
Office of Intergovernmental Relations**









Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



IGR Alignment to County Priority Objectives

Montgomery County Priority Objectives

- A Responsive and Accountable Government
- Affordable Housing in an Inclusive Community
- An Effective and Efficient Transportation Network
- Children Prepared to Live and Learn
- Healthy and Sustainable Communities
- Safe Streets and Secure Neighborhoods
- A Strong and Vibrant Economy
- Vital Living for All of Our Residents

<u>Headline Performance Measure</u>	<u>FY12 Results</u>	<u>FY13 Results</u>	<u>Performance Change</u>
Percentage of State Legislative Package Fully Realized	8%	60%	
Percentage of State Legislative Package Partially Realized	50%	40%	
Total Direct State Aid (in millions of dollars)	\$629	\$663	
Total State Retirement Payments (in millions of dollars)	\$183	\$141	



Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



IGR At A Glance

What Department Does and for Whom

Overall

Represent County interests at municipal, regional, state, and federal levels

How Much/How Many

*Total Operating Budget: \$0.88 million
Total Full-Time Equivalents (FTEs): 4.1
General Assembly Bills Identified as of Potential Interest to the County and Analyzed by the Office of Intergovernmental Relations: 800
Number of Bills for Which a County Fiscal Estimate Was Requested by the State Department of Legislative Services (DLS): 369
Number of Formal Position Statements Prepared: 201*

Remove Impediments

Work within the legislative process to remove financial and statutory barriers that create impediments to achieving Montgomery County Results

*Budget: \$ 0.29 million
FTEs: 1.3*

Program Preparation

Prepare and shepherd the annual state legislative program and the annual federal priorities request through the process

*Budget: \$ 0.29 million
FTEs: 1.4*

Liaison

Serve as liaison with state government, the County's state delegation, and Congressional

*Budget: \$ 0.29 million
FTEs: 1.4*

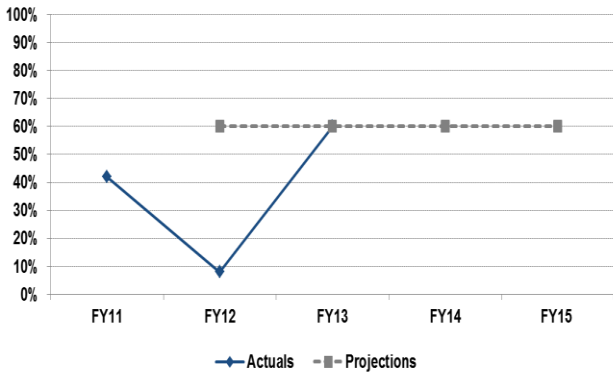


Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



Headline Performance Measure 1: Percentage of State Legislative Package Fully Realized

Departmental Performance and Projections



	FY11	FY12	FY13	FY14	FY15	FY16
Actuals	42%	8%	60%			
Projections			60%	60%	60%	60%

Factors Contributing to Current Performance

- Small number of bills (3) in FY13
- Relatively noncontroversial changes proposed

Factors Restricting Performance Improvement

- Number of bills introduced is cyclical
- Complexity of bills
- Temporary staff reduction in FY12 and FY13

Performance Improvement Plan

- Fill the vacant full time position with a person possessing the necessary complement of policy, communications, and advocacy skills

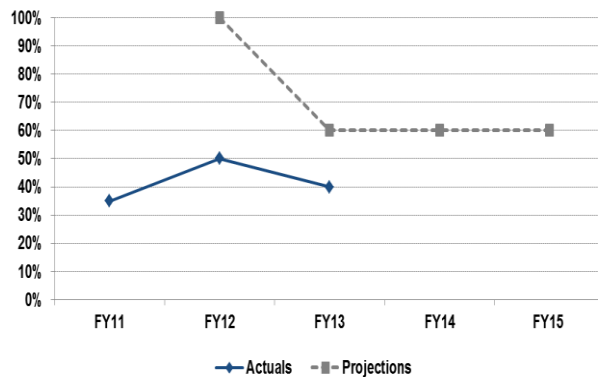


Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



Headline Performance Measure 2: Percentage of State Legislative Package Partially Realized

Departmental Performance and Projections



	FY11	FY12	FY13	FY14	FY15	FY16
Actuals	38%	50%	40%			
Projections			60%	60%	60%	60%

Factors Contributing to Current Performance

- Small number of bills (3) in FY13
- Relatively noncontroversial changes proposed

Factors Restricting Performance Improvement

- Number of bills introduced is cyclical
- Complexity of bills
- Temporary staff reduction in FY12 and FY13

Performance Improvement Plan

- Fill the vacant full time position with a person possessing the necessary complement of policy, communications, and advocacy skills

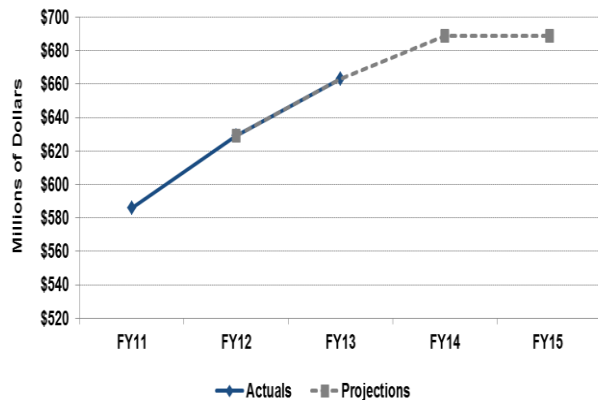


Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



Headline Performance Measure 3: Total Direct State Aid (in millions of dollars)

Departmental Performance and Projections



	FY11	FY12	FY13	FY14	FY15	FY16
Actuals	\$586	\$629	\$663			
Projections			\$663	\$689	\$689	\$689

Factors Contributing to Current Performance

- Growth of Montgomery County Public Schools (MCPS) enrollment
- Restoration of some statutory aid formulae altered beginning in 2008
- Inclusion of a statutory hold harmless provision that protected MCPS funding

Factors Restricting Performance Improvement

- Volatile State revenues reflecting uncertainty in the economy
- Growth in wealth in Montgomery County relative to other jurisdictions affects wealth-based aid formulae
- Legislative reluctance to restore funding reductions/eliminations if that funding was backfilled by counties

Performance Improvement Plan

- Stay attuned to opportunities to improve the County's position through negotiation

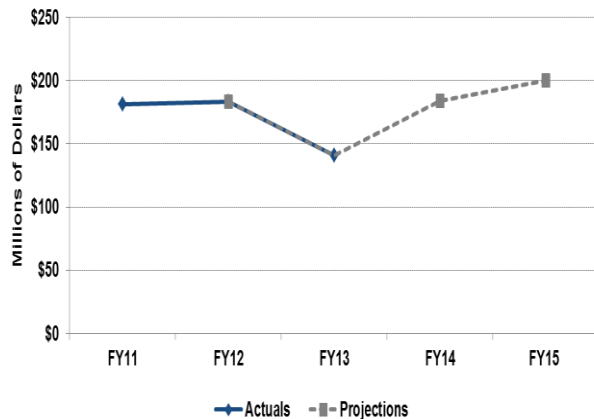


Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



Headline Performance Measure 4: Total State Retirement Payments (in millions of dollars)

Departmental Performance and Projections



	FY11	FY12	FY13	FY14	FY15	FY16
Actuals	\$181	\$183	\$141			
Projections			\$141	\$184	\$200	\$220

Factors Contributing to Current Performance

- Escalating teacher compensation
- Increase in number of Montgomery County Public Schools teachers
- The State's long term goal of transferring teacher retirement costs to county governments / local school boards accomplished in FY 13

Factors Restricting Performance Improvement

- Accuracy of State Retirement System actuarial assumptions and performance of portfolio
- Political power of special interest groups

Improvement Plan

- Ensure that the negotiation resulting in future fiscal risk being borne statutorily by local school boards and the State is not shifted back to county governments



Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



Responsive and Sustainable Leadership:

Responsive and Sustainable Leadership has been the cornerstone of the County Executive's vision for Montgomery County government. To advance this vision, we have identified eight overarching goals for all County departments:

1) Effective and Productive Use of the Workforce/Resources:

Department actively works to effectively and productively use its workforce/resources, including, but not limited to, better management of overtime, implementation of productivity improvements, reduction of ongoing costs, and efficient use of other resources.

a) *Ø overtime hours used by all full-time, non-seasonal employees. * (Source: CountyStat)*

b) *12.4 percentage point increase in average Net Annual Work hours for all full-time, non-seasonal employees. * (Source: CountyStat)*

- Continued to improve the efficiency of the fiscal note system and processes in the Annapolis office to reduce the amount time it takes to create paper and electronic files and therefore move paper files
- Installed new network equipment in the Annapolis office to provide faster, more reliable electronic communication between Rockville and Annapolis
- Took advantage of new electronic methods of tracking State legislation and hearings that improves IGR efficiency and County agencies' ability to track legislation
- Enlisted the services of IGR's part time Federal coordinator to work on selected State issues, leaving a third full time position vacant, maximizing the resources available, and allowing IGR to revert funds back to the County

*The values are based on the employee's HR Organization and not assigned Cost Center(s).

2) Internal Controls and Risk Management:

Department actively assesses its internal control strengths, weaknesses, and risks regarding compliance with laws, regulations policies and stewardship over County assets. Department reviews and implements Internal Audit recommendations in a systematic and timely manner, and proactively manages risk pertaining to improving workplace safety, decreasing work-related injuries, and reducing County exposure to litigation.

a) *There were no Audit report recommendations (Source: Internal Audit provided to CountyStat)*

b) *0 work-related injuries in FY13 (Source: CountyStat)*



Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



3) **Succession Planning:**

Department actively plans for changes in its workforce, in order to maintain continuity of services, develop staff capabilities, maintain and/or transfer knowledge, and enhance performance.

a) List all the key positions/functions in your department that require succession planning (Source: Department)

- Executive Administrative Assistant

b) 0% planned (Source: Department)

- IGR staff members engage in issue-based and functional cross training to ensure that the absence of a member temporarily or on a permanent basis does not impact the ability of the Office to perform its core functions
- IGR staff members participate fully in all public sessions so that all members have experience interacting with the Council and State Delegation in the presence of the press and other advocates to ensure continuity of service

4) **Mandatory Employee Training:**

Department systematically monitors and actively enforces employees' mandatory and/or required trainings.

100 % of IGR's employees have fulfilled mandatory County/State/Federal training requirements (Source: Department)

5) **Workforce Diversity and MFD Procurement:**

Department actively participates in the recruitment of a diverse workforce and enforcement of MFD procurement requirements.

Workforce Diversity: IGR actively participates in the recruitment of a diverse workforce and enforcement of MFD procurement requirements.

IGR is comprised of four full time and two part time positions, of which one full time position is currently vacant. Whenever a new recruitment opportunity arises, IGR will conscientiously strive to improve upon its workforce diversity IGR complies with all procurement regulations and policies.

MFD Procurement: refer to yearly report prepared by DGS ([Link to report](#))

(Source: Department provides and CountyStat validates)



Montgomery County Office of Intergovernmental Relations FY2013 Performance and Accountability Report



6) Innovations:

Department actively seeks out and tests innovative new approaches, processes and technologies in a quantifiable, lean, entrepreneurial manner to improve performance and productivity.

Total number of innovative ideas/project currently in pipeline for your department, including the ones initiated in coordination with the Montgomery County Innovation Program. 0

(Source: Department)

Expected (or achieved) return on investment for each of those innovative ideas/projects, quantified in terms of at least one of the following measures: increased effectiveness/efficiency, cost savings/avoidance, increased transparency/accountability, or increased customer satisfaction. N/A

(Source: Department)

7) Collaborations and Partnerships:

Department actively participates in collaborations and partnerships with other departments to improve results beyond the scope of its own performance measures. Please only list accomplishments that had positive results for other department(s) as well.

- Shared a staff member with Health and Human Services to ensure higher quality and more efficient coverage of health and human services issues at the State level
- In conjunction with Economic Development, hired an additional federal lobbyist with substantial appropriations experience to help implement strategies to advance County goals related to life sciences, rapid transit, and cyber security
- Organized a meeting in Annapolis with Council staff to improve Council staff's understanding of IGR's management of the State legislative process for the purpose of improving transparency and quality information flow

8) Environmental Stewardship:

Department actively makes appropriate changes to workplace operations, workflow, employee behavior, equipment use, and public interactions to increase energy-efficiency, reduce its environmental footprint, and implement other environmentally responsible practices.

a) 13% increase in print and mail expenditures

(Source: CountyStat)

b) 22% increase in paper purchases (measured in total sheets of paper)

(Source: CountyStat)

c) List your accomplishments and/or expected results

(Source: Department)